

# **FY 2006 REQUEST FOR PROPOSAL**

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## **CARL D. PERKINS SECONDARY AND POSTSECONDARY**

### **FORMULA - YEAR 7 Extension**

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#### **Duration of Program:**

Year 7 – July 1, 2005 through June 30, 2006

#### **Available Funding:**

Refer to FY 06 Perkins Formula Allocations

#### **Eligible Applicants:**

School Districts and Postsecondary Institutions. Districts eligible for less than \$15,000 must form consortia within regions. Postsecondary Institutions receiving less than \$50,000 must form consortia with other institutions, but formula funds will be available for all institutions providing postsecondary/adult career and technical education.

#### **Applying as part of a consortia**

Recipients applying as part of a consortium must each complete a separate application. Indicate on the application the names of the other consortium members, and which recipient will serve as the Fiscal Agent. Perkins awards will be made to the Fiscal Agents. Members of consortia will apply for reimbursement of funds through the Fiscal Agents.

#### **Year 7 Revision:**

Use Part IV of the Federal Application form to provide the following information for Year 7.

#### **Title and Signature Page:**

Complete the title page, with signatures and date. Indicate if the application is part of a consortium, and if so, who the other members are and which recipient will be the Fiscal Agent for the consortium.

**Abstract, Needs Assessment, and Objectives** (These are **Not Necessary** unless the recipient has changes or modifications to the four year plan):

**Budget Update:**

Complete the Budget page showing the recipient's budget estimates for Year 7. Recipients are required to show amounts budgeted for Administration separately.

**Continuous Improvement Plan and Accountability Update:**

In November 2004 each recipient met with the State to review performance data and develop continuous improvement strategies. Attach additional pages as needed to include the following accountability update with this application.

1. Include a copy of your continuous improvement plan (Format Attached).
2. Document how your district or institution is continually making progress toward the improvement of performance of vocational and technical education students.

**District/College Memorandum of Understanding:**

1. Each College that receives Perkins funding from a School District for providing Career and Technical Education to secondary students, must include a Memorandum of Understanding signed by the College and the District.
2. Complete the attached MOU and include with application

**All applications resulting from this Request for Proposal must be received in our office by 5 p.m. on Friday, May, 20, 2005. Please send to:**

**Dr. Marv Johnson, State & Federal Programs Coordinator**  
Utah State Office of Education  
250 East 500 South  
PO Box 144200  
Salt Lake City, Utah 84114-4200

**Program Reporting: Delays in applications will impact the flow of funds.**

The Fiscal Report (Accountability Report Part A) must be completed and submitted with the final Request for Reimbursement form. Final payments will not be made until Part A has been submitted and accepted.

The Performance Report (student level data for all required data elements) must be submitted annually as follows:

- School Districts - by July 15 for the year just completed
- USHE Institutions – by August 31 for the year just completed

**Attachments:**

- Continuous Improvement Plan and accountability update (Must accompany all applications)
- Memorandum of Understanding (Must accompany postsecondary application if Perkins funds are transferred)

**Program Quality Improvement Plan**

**Recipient** \_\_\_\_\_

<b>Issue</b>		<b>Strategy</b>	<b>Action Steps</b>
<b>1S1/1P1 Academic Attainment</b>			
<b>1S2/1P2/ 1A1/1A2/2A1 Skill Proficiencies</b>			
<b>2S1/2P1 Completion</b>			
<b>3S1/3P1/3A1 Placement</b>			
<b>3P2/2A2 Retention</b>			
<b>4S1/4P1/4A1 Non-traditional Participation</b>			
<b>4S2/4P2/4A2 Non-traditional Completion</b>			

***Name of Person Completing Plan*** \_\_\_\_\_

***Date Completed*** \_\_\_\_\_

Explain, giving specific examples.

- a. At least one improvement strategy that has succeeded in improving student performance in one or more core indicators.
- b. How your improvement strategies help performance of special population students.

***Name of Person Completing Plan*** \_\_\_\_\_ ***Date Completed*** \_\_\_\_\_

# Memorandum of Understanding

Between \_\_\_\_\_ and \_\_\_\_\_  
School District College

## **Background**

Utah distributes the Perkins Local Formula allocation 60% to School Districts, and 40% to Colleges. It is understood that Perkins funds will then flow from school districts to colleges in the same proportion that career and technical education is provided by the colleges to secondary students.

## The Utah State Office of Education, CTE Division Agrees to:

1. Compute the amount of Perkins funds that represent the same proportion as the school district's CTE membership provided by the college, as reported by the school district and audited by USOE.
2. Distribute a spreadsheet with this information to each secondary and postsecondary CTE director by March 1 each year.

## College Agrees to:

1. Train secondary students in programs requested by the school district (List here or attach)
2. Meet the following specific performance requirements for the students trained by the college:

## School District Agrees to:

1. Transfer the amount of Perkins funds designated by USOE for secondary membership in requested programs (minus any negotiated indirect or overhead costs). Estimated amount to transfer \$\_\_\_\_\_.
2. Identify specific help needed to meet performance requirements for students trained by the college (see Attached Agreement)

## Signatures

\_\_\_\_\_  
School District CTE Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
College CTE Director

\_\_\_\_\_  
Date